



# Business Information Systems

Land Record Lookup Documentation

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## 2. Search Options

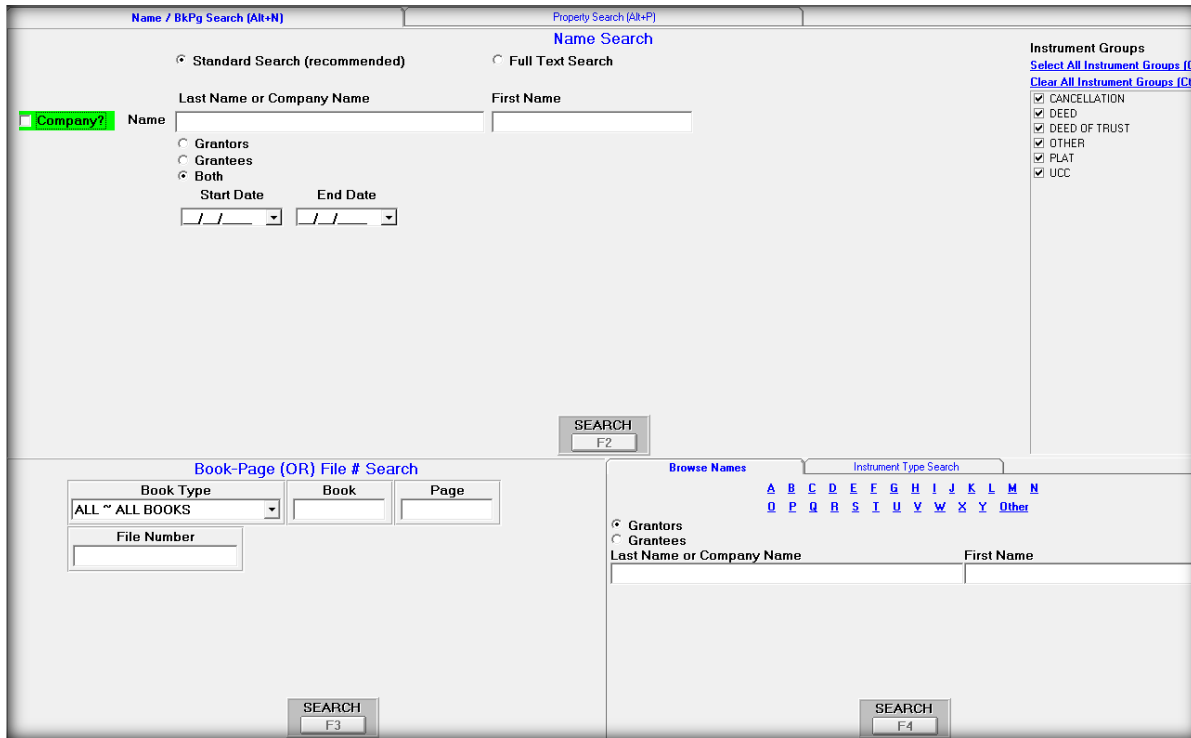


Figure 2: Previous Lookup Search Options



The familiar search methods are now in a collapsible, accordion-style menu.

Figure 3: Current Search Options



### 3. Name Search

The screenshot shows the 'Name Search' interface. At the top, there's a search bar with 'Search' and 'New Search' buttons. Below it, the 'Name' search criteria are displayed. The 'Search Type' section has radio buttons for 'Standard' (selected), 'Full Text', and 'Sounds Like'. The 'Sort Type' section has radio buttons for 'Date' (selected) and 'Name'. The 'Party Type' section has radio buttons for 'Both' (selected), 'Grantor', and 'Grantee'. The 'Entity Type' section has radio buttons for 'Both' (selected), 'Company', and 'Human'. There is a 'Show Pick List' checkbox which is unchecked. Below that, the 'Last or Company Name' field contains 'SMITH' and has an 'Auto Suggest' checkbox which is unchecked. The 'First Name' field is empty. The 'Begin Date' and 'End Date' fields are empty. The 'Category' section has a 'SELECT ALL' checkbox which is checked, and a list of categories: ASCMT, CORP, DOT, DEED, FOR, and MAP, each with a checked checkbox and a collapse/expand icon.

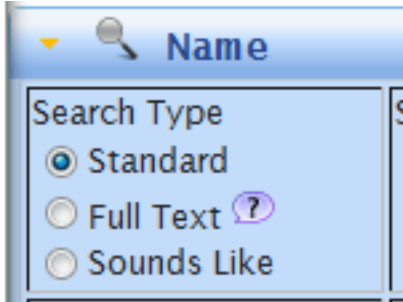
Users can filter their search in a variety of ways. By selecting a date range, grantee or grantor, or entity type, users can narrow their search results.

The Pick List functionality shows a display of names that the user can then pick from to display more detailed data for the names they select.

When the Auto Suggest option is enabled, at least five suggested names will be presented to the user based on their input. COMPANY OR HUMAN must be selected under Entity Type for this feature to work.

Specified date ranges can also narrow search results for researchers.

Figure 4: Name Search



There are three search options available in name search:

Standard looks for the particular name you search.

Full Text looks for any part of the name within the index list.  
(Google type search)

Sounds Like returns any phonetically similar matches for a name.

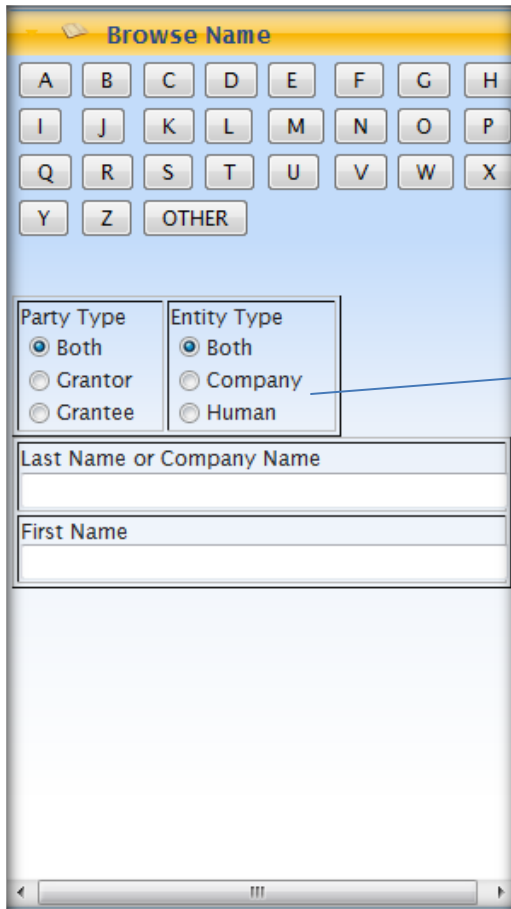
All Search Types can be filtered by Party Type, Entity Type, Date Range and Category (*Category is a county setting and may not be available*)

<b>Party Type</b> <input checked="" type="radio"/> Both <input type="radio"/> Grantor <input type="radio"/> Grantee	<b>Entity Type</b> <input checked="" type="radio"/> Both <input type="radio"/> Company <input type="radio"/> Human	<b>Sort Type</b> <input checked="" type="radio"/> Date <input type="radio"/> Name
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<b>Begin Date</b>	<b>End Date</b>
<input type="text"/>	<input type="text"/>
<b>Category</b> <input checked="" type="checkbox"/> SELECT ALL	
[+] <input checked="" type="checkbox"/> ASCMT	
[+] <input checked="" type="checkbox"/> CORP	
[+] <input checked="" type="checkbox"/> DOT	
[+] <input checked="" type="checkbox"/> DEED	
[+] <input checked="" type="checkbox"/> FOR	
[+] <input checked="" type="checkbox"/> MAP	



#### 4. Browse Name

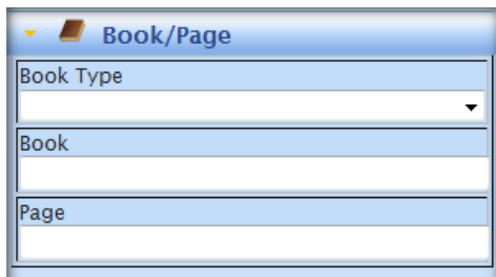


Users can browse names by selecting A-Z or Other. Selecting 'Other' allows the user to view results that begin with special characters, numbers, etc.

Narrow search results with Party Type and Entity Type filters.

Figure 5: Browse Name

#### 5. Book & Page Search



Users can search by Book & Page by selecting their Book Type, Book number, and Page number.

- Select Book Type.
- Enter desired Book & Page.
- Select Search at the top left of the Lookup interface.

Figure 6: Book & Page Search



## 6. Property Search

LOT	
PAR LOT	
UNIT	
BLOCK	
SECTION	
PHASE	
MAP	
SUBDIVISION	
TOWNSHIP	
PROP DESC	

Begin Date      End Date

Category

SELECT ALL

[+]  ASCMT

[+]  CORP

[+]  DOT

[+]  DEED

[+]  FOR

[+]  MAP

MISC NOT VERIFIED

[+]  MISC

Documents can be found by searching for their property information if available information has been previously indexed. *This is a county setting and may not be available at all counties.*

Filter search results by narrowing the selection of document types. *This is a county setting and may not be available at all counties.*

Figure 7: Property Lookup





## 7. Pick List

The screenshot shows a web application window titled 'Pick List [x]'. Below the title bar, there is a toolbar with buttons for 'Display Name List' (circled in red), 'Select All', and 'Undo Sorting'. A search bar is present with the text 'Search:'. Below the search bar, it says 'Showing 1 to 25 of 143 items'. A table with columns 'Select', 'LastName', 'FirstName', and 'Count' is displayed. The table contains 25 rows of data, each with a checkbox in the 'Select' column and a count in the 'Count' column.

Select	LastName	FirstName	Count
<input type="checkbox"/>	BECKER	ACHIM	15
<input type="checkbox"/>	BECKER	ADAM	3
<input type="checkbox"/>	BECKER	ADAM C	11
<input type="checkbox"/>	BECKER	ANGELIA STALEY	4
<input type="checkbox"/>	BECKER	ANKE HOOPS	4
<input type="checkbox"/>	BECKER	BARBARA	2
<input type="checkbox"/>	BECKER	BARBARA MAE	3
<input type="checkbox"/>	BECKER	BARRY L	6
<input type="checkbox"/>	BECKER	BETTY	4
<input type="checkbox"/>	BECKER	BRANDON LEE	7
<input type="checkbox"/>	BECKER	BRENDA	2
<input type="checkbox"/>	BECKER	BRENDA D	8
<input type="checkbox"/>	BECKER	BRENDA DONATHAN	1
<input type="checkbox"/>	BECKER	BRENDA K	3
<input type="checkbox"/>	BECKER	BRENDA KAY	13
<input type="checkbox"/>	BECKER	BRIAN	7
<input type="checkbox"/>	BECKER	BRIAN A	2
<input type="checkbox"/>	BECKER	BRIAN K	5
<input type="checkbox"/>	BECKER	BRUCE J	5
<input type="checkbox"/>	BECKER	CAROL A	15
<input type="checkbox"/>	BECKER	CAROL ANN	9
<input type="checkbox"/>	BECKER	CATHY J	1
<input type="checkbox"/>	BECKER	CHARLES R	2
<input type="checkbox"/>	BECKER CONVISER CPA REVIEW		1
<input type="checkbox"/>	BECKER CPA REVIEW CORP		3

Figure 8: Pick List

When the Name search 'Pick List' option is enabled, users can choose the desired name and select 'Display Name List' for a list of documents under that specific name.



## 8. Index List

The screenshot shows the BIS Index List interface. On the left is a search filter panel with sections for Search Type (Standard, Full Text, Sounds Like), Sort Type (Date, Name), Party Type (Both, Grantor, Grantee), Entity Type (Both, Company, Human), and a Category list (ASCMT, CORP, DOT, DEED, FOR, MAP). Below the filters are navigation buttons like 'Browse Name', 'Book/Page', 'Property', etc. The main area displays a table of search results with columns: Recording Date, Search Party Type, Search Party, DStatus, Reverse Party, Doc Type, Excise Tax, Book Info, Legal, XRef, and Image?. The table shows multiple entries for 'SMITH BRUCE E' and 'SMITH JANET N' with recording dates from 20120619 to 20120620.

Figure 9: Detail List

Searched names are now listed under Searched Party column and searched name party type (Grantor or Grantee) is listed under Search Party Type. Other column information such as recording date and book and page is retained in the new version.

GRANTOR	GRANTEE	DATE RANGE		INSTRUMENT GROUPS			
Smith	Smith	ALL DATES TO - PRESENT		CANC.DEED,DT,OTH,PLAT,UCC			
<b>SMITH ADAM</b>							
<b>SMITH ADAM</b>							
Date	Code-Book-Page	Type	Description	One Reverse Party / D Status	Cross-Ref	AP	Img?
08-23-1999	RE-321-1822	ES		GUNNOE MARY RUTH /		0	YES
10-19-2001	RE-347-1518	RW		SMITH PAUL R /		0	YES
10-24-2001	RE-347-1955	ES		BERRY FRANK /		0	YES
<b>SMITH ADAM (GRANTEE)</b>							
Date	Code-Book-Page	Type	Description	One Reverse Party / D Status	Cross-Ref	AP	Img?
08-23-1999	RE-321-1822	ES		GUNNOE MARY RUTH /		0	YES
10-19-2001	RE-347-1518	RW		SMITH PAUL R /		0	YES
06-18-2007	RE-415-1659	D	LOT 28 APPLE TREE RIDGE	LEWIS MARK /	AF-RE-432-1083	0	YES
<b>SMITH ADAM (GRANTEE)</b>							
Date	Code-Book-Page	Type	Description	One Reverse Party / D Status	Cross-Ref	AP	Img?
11-18-2008	RE-432-1083	AF		MELISSA LEWIS MARK /	D-RE-415-1659	0	YES

Figure 10: Previous Lookup columns



After finding the correct document on the Index List screen, the details can be shown by selecting the date hyperlink for that document (figure 11).

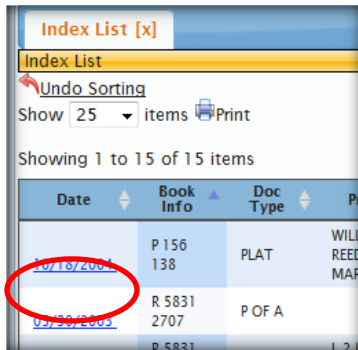


Figure 11: Date Hyperlink

## 9. Column Sorting

With the newest version of Lookup, users can sort their search results by column headers (Date, Book Info, etc.) in ascending and descending order.

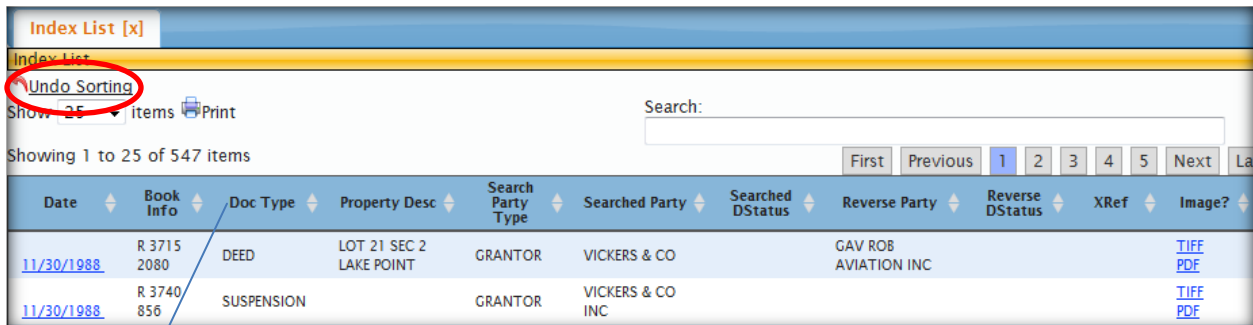


Figure 12: Sorting by column

Users can sort search results by the clicking the column header. The option to undo sorting is also available.



## 10. Details Screen

The screenshot shows the 'Details 2008085244[x]' screen. At the top, there are tabs for 'Pick List [x]', 'Index List[x]', and 'Details 2008085244[x]'. Below the tabs, the page is titled 'Printed: 06/26/2012 10:08:15' and 'Page 1 of 1'. A table displays recording information:

Index Status	Recording Date	Recording Time	Book Code	Book	Page	Instrument #
Perm Indexed	12 / 29 / 2008		R	6962	853	2008085244

Below the table, there are sections for 'Grantors' (BECKER ACHIM) and 'Grantees' (WELLS FARGO BANK NA). A second table shows property details:

Lot	Par Lot	Unit	Block	Section	Phase	Map	Subdivision	Township	Prop. Desc.
78			2			1			

There is also a 'Cross Ref Information' section with the value '2011032801 R 7250 1900 20110627'. Under 'Image On File', there are links for 'TIFF' and 'PDF'. An 'Open in new window' button is visible above the document viewer. The viewer shows a document titled 'Book: 6962 Page: 853' with a barcode and the following text:

**2008085244**  
GUILFORD CO, NC FEE \$75.00  
12-29-2008 04:24:52 PM  
JEFF L. THOMPEN  
BY: WELLS FARGO BANK  
DENVER, CO

**BK: R 6962**  
**PG: 853-870**

**DEED OF TRUST**

Return To: WELLS FARGO BANK, N.A., FINAL DOCUMENTS X9999-01M  
1000 BLUE GENTIAN ROAD, EAGAN, MN 55121-1663

Prepared By: MATTHEW A. TRACY

Figure 13: Details Screen

The Detail list gives the same detail information as the previous version. You can view the document in the window or you can open it in a separate window. You can also go back to Index list and Pick list by selecting the tabs at the top of the screen.